

JOB DESCRIPTION

Title:	Housing Support Worker
Reporting to:	Project Leader
Service:	Dublin Off-Site Housing
Office Location:	George's Hill, Dublin 7 / South Circular Road, D8
Primary Purpose:	The provision of high quality professional housing support and management to Focus Ireland tenants and residents.

Key Responsibilities

1. To work within the framework of the overall objectives of Focus Ireland.
2. To work as a member of the Housing Support Team, supporting tenancies in Dublin Off Site properties.
3. To work under the supervision and direction of line management.
4. To be familiar with and comply with all relevant Focus Ireland policies e.g. Housing Policy, Health & Safety Policy, Personnel Policy, Child Protection Policy, Confidentiality Policy etc.
5. To work in partnership and liaise with relevant external services, for example local authorities, property management companies and community services.
6. To conduct interviews and facilitate the induction of households into their new home and community.
7. To develop, implement and review appropriate support plans to cultivate maximum participation, responsibility, independence and personal autonomy.
8. To provide support/contact for each household through individual support sessions and home visits.
9. Implement Focus Ireland's Rent Policy
10. To provide written reports as required.
11. To work a flexible rota to meet the objectives of the service
12. To maintain records in accordance with Focus Ireland policy
13. To attend and contribute to team, project and agency meetings as required and contribute to the annual review of the service
14. To participate in relevant training and development courses as necessary
15. To ensure a high standard of housing provision is maintained

16. To liaise and work co-operatively and effectively with the other Focus Ireland departments
17. To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager or Health & Safety Representative
18. To participate in the clinical group and one-to-one supervision process of Focus Ireland and performance review meetings including regular operational meetings.
19. To undertake any other duties as may be reasonably assigned by the Project Leader, Manager and Director of Services.

Focus Ireland is an equal opportunities employer

Criteria: Project Worker

Essential Criteria

- A relevant third level qualification at degree level e.g. social care, psychology etc.
- Extensive, direct work experience in a social care setting
- Ability to work on own initiative both alone and as a member of a team
- Experience of assessment and of developing and implementing appropriate support plans
- Excellent communication skills
- Excellent report writing skills
- Ability to display flexibility in the role
- Willingness to develop professional skills as identified through clinical supervision and performance review meetings
- Ability to conduct risk assessments and deal effectively with challenging behaviour
- Full, clean driving licence and own car
- A knowledge and understanding of the challenges faced by individuals and families adjusting to independent living